

WE ARE HERE TO HELP !

Generally, the larger a proposed activity is in scope, the more extensive the Transportation Permit process may become.

It is in the best interest of the project proponent to contact the County before a Transportation Permit application is submitted. County staff will be able to advise and answer crucial questions, that will help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in the process.

KEY TRANSPORTATION PERMIT ISSUES

The fundamental issues that the County considers when permit applications are submitted are:

- Will the proposed activity affect existing County Maintained Road System (CMRS) facilities?
- Will the proposed activity create new CMRS facilities?
- Will the proposed activity affect the County's ability to operate and maintain a facility?
- Is the proposed use compatible with and appropriate for the intended use of the County facility and Department of Public Works policy?



***"Our job is to create a county in which
those who reside and invest can
prosper and achieve well-being"***

**For further information regarding
applying for a permit please contact:**

**Permits/Operations Support Division
825 E. 3rd Street, Room 108
San Bernardino, CA 92415-0835**

(909) 387-1863

[http://cms.sbcounty.gov/dpw/Operations/
PermitsOperationsSupportDivision/
Transportation.aspx](http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx)

Permits Counter Hours

Monday—Thursday 7:30 a.m.—4:30 p.m.

Friday 8:00 a.m.—4:00 p.m.

CLOSED WEEKENDS AND COUNTY HOLIDAYS



GUIDANCE FOR TRANSPORTATION PERMITS

<http://www.sbcounty.gov/dpw>

**Department of Public Works
Permits/Operations Support**

Many of the roads within the unincorporated areas of the County of San Bernardino are handled through the San Bernardino County Public Works Department—Transportation section under State Streets and Highways code.

The principle functions are to operate, maintain and improve the County Maintained Road System (CMRS).

Hundreds, if not thousands, of miles of unpaved public roads exist throughout the County that are not part of the CMRS, and therefore are not maintained by the Department of Public Works.

WHEN AND WHY DO YOU NEED A TRANSPORTATION PERMIT?

A County permit is required when any proposed work or access in County CMRS rights-of-way.

Check for a map of CMRS roads at:
<http://arcg.is/1Te4DEW>

A Transportation Permit is required to ensure that a proposed use does not interfere with the County's operation and maintenance responsibilities and is in alignment with California Streets and Highways Code.



Permit Types

The County accepts applications and issues Transportation Permits for many types of projects. Some of the most common Transportation Permit types are:

- **EXCAVATION PERMITS** allow excavations of County CMRS. Examples: utility connections.
- **ENCROACHMENT PERMITS** allow encroachment onto County CMRS rights-of-way. Examples: power poles, block walls, or carports.
- **TRACT/CONSTRUCTION PERMITS** allow encroachments to an existing County facility and new construction of roads.
- **SPECIAL EVENTS PERMITS** are required for temporary uses of County CMRS right of ways. Examples: community or educational events, volunteer trash cleanup events, or for filming.
- **TREE PERMITS** are free but are required for cutting, replacing and removing trees within County CMRS right of ways.
- **ROAD CLOSURE** are required for closing a CMRS road for any length of time.

PROCESSING TIMELINE AND FEES

Processing simple permits takes approximately 2 weeks, while permit requests requiring extensive engineering review may take up to 6 weeks. This timeframe does not include the time needed for other agency approvals or acquiring entitlements.

Fees are charged to cover the costs of plan review, permit filing and inspection.

Check here for the current fee schedule:
<http://cms.sbcounty.gov/dpw/Transportation/Fees.aspx>

OTHER ITEMS TO CONSIDER EARLY

- ♦ **Agreements:**
Depending on the scope of the proposed activity, the County may also require the project proponent to enter into an agreement for maintenance.
- ♦ **Traffic Control Review:**
County will need to see the Traffic Control plans for the project especially large projects.
- ♦ **Trench Specification Treatment Requirements:**
County will dictate what type of treatment is needed for certain excavation and construction permits, especially large projects.
- ♦ **County Land Use Services Approval:**
Some Tract and Construction Permits require prior approval from County Land Use Services.
- ♦ **Caltrans Approval:**
The Special Event Permits requires the approval from Caltrans. The Transportation Permit only conveys the County's permission to the extent of its jurisdiction.
- ♦ **Environmental Documents:**
Depending on the proposed scope of the activity, compliance with various environmental regulations may be deemed necessary.